TRADER TERMS AND CONDITIONS v2

Teddy Rocks Festival 30th April - 2nd May 2027
Dorset Tractor Fest 11th - 13th June 2027
Upton Country Park Festival - 2nd - 3rd July 2027
Country in The Park 4th July 2027
Rock n Ribs Festival 15th - 18th July 2027

PITCH FEES

Hot Food, Desserts and Hot Beverages

20% Commission +VAT on all final DINES takings, this will be automatically deducted within 7 days of the end of the show
A pitch holding fee of £300 will be taken up front to secure your place, this will be deducted from your total takings at the end of the event
Power charges are £150 +VAT for 16a and £300 +VAT for 32a
All other requirements are charged on a case by case

Non-Food and Beverage Retail

Small 3m frontage - £350 + VAT
Medium 4-6m frontage - £450 + VAT
Large 7-9m frontage - £550 + VAT
Extra Large 10-12m frontage - £650 + VAT
Larger: Subject to negotiation
Fees include 1 x 16a power socket (additional is charged at £150+VAT for 16a and £300+VAT 32a)
A pitch holding fee of £150 is due at the time of booking

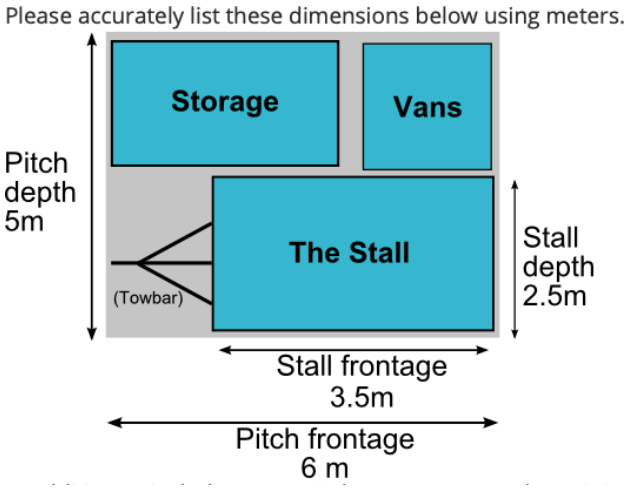
Services & Activities (Tattoo, Hair, Inflatables, Fun Fair)

20% Commission +VAT on all takings.
Power charges are £150+VAT for 16a and £300+VAT for 32a

All pitch fees are non-refundable.

PITCH SIZES

When working out the size of your pitch, please include stall, storage, camping, towbars, guy ropes etc. Use the below diagram as a guide:



- Pitch holding fee will be invoiced at the time of your pitch being approved payable within 14 days of invoice. Non-F&B pitches will be sent a final balance invoice 30 days prior to the event.
- We recommend you get trade insurance to cover any potential losses in the event of cancellation.
- There will be space for one stock vehicle behind your stall. Whilst we allow camping behind stalls in the main arena, if space is tight then you may be asked to move into the trader/exhibitor's campsite.
- Your application will only be submitted once you have ticked the box on our booking form agreeing to these terms.
- Your application can only be submitted once you have uploaded the relevant H&S documents (further details below).
- Power is charged at £150+VAT for 16a and £300+VAT for 32a. All other power requirements will be charged on a case-by-case basis.
- Please note that we are unable to offer traders a direct water supply. Water will be available from nearby standpipes.
- All traders will be required to submit names of staff via the accreditation system no later than 7 days before the event. Details of this will be sent to you directly by the trade manager. Traders will not be permitted access to the site without an application on the accreditation system.
- Food traders aren't permitted to serve coffee at their pitches unless agreed in writing at the time of application.

FOOD TRADER REQUIRED DOCUMENTATION

All concessions will be required to comply with relevant food hygiene standards, which shall be subject to enforcement by the Local Authority Environmental Health Department.

All caterers must submit in advance of the show for review, appropriate paperwork that will include:

- ➔ Local Authority Registration & Food Hygiene Rating
- ➔ Documented Food Safety Management System
- ➔ Food Hygiene Training or Written Health & Safety Policy
- ➔ Written Health & Safety Risk Assessment
- ➔ Employee Liability Insurance
- ➔ Public Liability Insurance
- ➔ PAT Certificates (if applicable)
- ➔ Gas Safety Certificates (if applicable)
- ➔ Names of competent people to change LPG cylinders (if applicable)
- ➔ Fire Risk Assessment (if applicable)

TRADING HOURS

- ◆ Upton County Park Festival - 2nd - 3rd July 2027
    - Friday 16:00 – 23:00
    - Saturday 13:00 – 23:00

- ◆ Country in The Park - 4th July 2027
    - Sunday 12:00 – 20:00

- ◆ Rock n Ribs Festival - 15th - 18th July 2027
    - Thursday 15th July 17:00 – 00:00
    - Friday 16th July 11:00 – 00:00
    - Saturday 17th July 11:00 - 00:00
    - Sunday 18th July 11:00 - 00:00
    - Monday 20th July 07:30 – 12:00 – CAMPSITE ONLY

STAFF PASSES

- ◆ Please indicate on your application how many staff passes will be required per day.

BUILD ACCESS

- ◆ Limited vehicles will be allowed on site – please ensure you request pre-event crew & vehicle passes when applying for site accreditation no later than 7 days prior to the event.
- ◆ Full siting information will be sent prior to the event. Pitch location is allocated in advance by the Trader Manager. The Management reserves the right to reallocate stalls if necessary for operational reasons or if traders arrive late.
- ◆ One stock vehicle is permitted behind your stall where space allows, please include this in your application. Support vehicle & staff parking will be in a designated car park. Please bear in mind that in the event of wet weather vehicle movement may be restricted to preserve ground conditions during the show.

- ◆ Whilst power & water will be made available to you asap, it is not always possible to provide these the moment you arrive on site. Please bare this in mind when considering your stock & refrigeration. **Please note that onsite power will not be turned on until 24 hours prior to the event (Thursday 5pm)**

FESTIVAL ACCESS

- ◆ Delivery access is by advance request only and limited to one vehicle per trading pitch, the details of which must be provided in advance, including approximate date and time of access needed, car

reg, color, and model when applying for accreditation.

- The speed limit on site is 5mph
- Please ensure that you have booked a large enough pitch to accommodate your trading vehicle and structure.
- No motorcycles or unlicensed off-road vehicles will be permitted.
- Parking for delivery vehicles is in a separate area.
- All vehicles are brought on-site at their owners' risk.
- Vehicle passes are non-transferable and must not be moved to any other vehicle.

TAKE DOWN / BREAK

- In the interest of public safety, we cannot allow traders to close down their stalls while the venue is open to the public. Traders must not remove their external structure before advertised event hours have ended confirmation of times will be sent to all traders as part of the end of show information and only once the Trader Manager has declared it to be safe, but internal de-rig away from the public line of sight is permitted after 01.00 on the final day of the show.
- DO NOT attempt to move your vehicle until it has been pre-agreed by the Trader Manager
- Power & water will be disconnected at 12pm on the Monday following the show unless agreed with the Trade Manager

- In the interests of the location of the event, make sure you dispose of your waste appropriately. Any cooking fat must be taken away with you. Wastewater must be put in IBC containers in the Trader back of hours areas.

GENERAL

- Traders are responsible for setting up their own structure and equipment.
- Stall location is allocated in advance by the Trader Manager. The Management reserves the right to reallocate stalls if necessary for operational reasons or if traders arrive late.
- All stalls must be staffed and operational during event times. At no time will any trader be permitted to open late or close before the event closing time, without permission of the Trader Manager.
- The festival cannot accept responsibility for any loss or damages that may occur during the festival.
- No rebates will be given to traders as a result of adverse weather conditions, nor as a result of changes in performance programs or re-siting stalls within the festival.
- The festival will not accept responsibility for the level of trading during the event.

- Brought in generators are not permitted on site for health, safety and noise reasons.
- All gas appliances must comply with relevant regulations.
- Traders are not permitted open fires at any time. All structures will be checked by the Event Safety Officer for flame retardancy and stability.
- Unsuitable or unsafe structures will be required to be removed and no refund will be given.
- Traders are responsible for keeping the area in front of their stalls as well as the back of the stall tidy and free of rubbish.
- Wristbands must be worn by all staff at all times while on the festival site. No wristbands may be transferred.
- Traders are required to comply with the terms of the site license.
- A copy of the festival license will be held at the main site office.
- Traders must cooperate fully with Festival Security in any search of vehicles or stalls.
- Traders must comply with the general ticket sale terms and conditions. A copy of the terms and conditions will be held at the site office.
- An emergency access route will be established into each trading area of the main festival site, this must be kept clear of traffic and obstacles at all times.
- Traders are required to cooperate fully with the site management and affiliated authorities.
- Our Event Safety Officer and local H&S authorities will be monitoring stalls throughout the event.
- One camping/live-in space will be allocated per trader, but this should be included in your pitch parameters. All other staff must camp in the staff campsite.

INSURANCE

- You are obliged to have Public Liability Insurance for no less than £5 million for Food Traders to cover any hazard or loss that may occur at the festival.
- If you have a staff of 5 or more persons, including yourself, you must also have Employers Liability Insurance. Staff includes anyone paid or unpaid, managers, and yourself.
- We will ask for a copy of your valid insurance certificate(s) along with the other health & safety documents. No trade pitch will be finally confirmed without insurance details. Failure to adhere will mean you will be unable to trade.

By submitting an application, you agree to abide by the Festival's Health & Safety Site Rules. A copy of these can be found below.

HEALTH & SAFETY

SITE RULES

1. Personal Protective Equipment (PPE), in the form of high vis and boots are required at all times during build and break.
    - Please note – During build/break, only YELLOW or ORANGE hi-vis that conforms to EN471 are acceptable, PPE must provide high visibility during hours of daylight as well as darkness.
2. No one is to operate plant or equipment or carry out any other tasks for which they have not been properly trained. Proof of suitable training will be a prerequisite before any person is given authorisation to operate plant.
3. Persons observing unsafe equipment, unsafe acts or conditions, faulty plant or tools must report the fact to their supervisor and render such equipment inoperable, if it is safe to do so.
4. All site-wide safety signage and notices must be observed and obeyed. No warning signage can be removed without the consent of the Site Manager.
5. All incidents, near misses and accidents must be reported to Event Control as soon as possible.
6. All personnel must be aware of, and work in accordance with, their employers submitted safety documentation.

VEHICLE MOVEMENT

1. Site speed limit is 5mph. Unless you are using the production track, a banksman must be in place before vehicles move around the site.
2. Once the event goes live, no vehicles are allowed on site, unless deliveries during the allotted time have been pre-agreed.
3. The entrance to the site will be manned by security personnel, who will check all vehicles onto the site. Please listen to and follow all instructions they may give you.
4. Once vehicles are within the site, they will be issued with a vehicle pass by security or Box Office.
5. When walking around the site, staff should be aware of drivers' blind spots and stay in pedestrian areas as far as possible.
6. If vehicles have a flashing beacon, this should be used when driving around the site. Hazard lights should not be used for this purpose. Hazard lights are for indicating your direction of travel.

DRUG & ALCOHOL-FREE POLICY

1. No one is permitted to work on-site under the influence of alcohol or drugs.

2. It is also expected that your behavior, with regard to the use of alcohol after work hours, will not compromise your ability to perform your work safely and effectively at your next shift. This rule is non-negotiable and must be strictly adhered to. Any person found to be in breach of it or not fit for work will be asked to leave the site.

KEY HAZARDS

1. **WORKING AT HEIGHT:** Staff are reminded of duties under the Work at Height Regulations 2005 which must be complied with.

2. Working at height includes, but is not limited to, the following:
   - Ladder Work,
   - Scaffold Towers,
   - Mobile Elevated Work Platforms
   - Working on Steel Deck/Staging platforms
   - Truss Work
   - Working in the vicinity of deep ground trenches / cellars / silos

3. When working at height all staff must ensure that:
   - Work at height is avoided where possible
   - All work at height is properly planned and organised
   - Those involved in work at height are competent
   - If appropriate, a harness must be worn and the wearer must ensure that it is clipped off to a secure and suitable anchor point
   - Appropriate precautions are taken when working on or near fragile surfaces
   - The risks from work at height are assessed and appropriate work equipment is selected and used.
   - The risks from fragile surfaces are properly controlled and equipment for work at height is properly inspected and maintained.
   - A suitable emergency evacuation procedure is in place.
   - Work equipment or other measures are used to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures.
   - The distance and consequences of a fall, should one occur, are minimised where possible.

4. **LADDERS**
   - Ladders should only be used for short term work
   - Staff must ensure that a ladder is the correct piece of access equipment for the job by considering the time frame and reach needed

   - Staff must ensure that the ladder is set up on even ground, extended fully with the support beam correctly lowered
   - Staff must never stand above the second from top rung, or have a foot either side of the apex
   - Staff must ensure that the ladder is not installed next to trailing cables, rope or anything which could threaten its stability
   - Only one person should work on a ladder at a time
   - Whenever possible a second member of staff should foot the ladder
   - Staff should never work outside of their reach when using a ladder

5. **SLIPS, TRIPS AND FALLS:** Due to the nature of the event, a large amount of materials, tools and cable will be around the site and on the ground during the build/break. To minimise the risk of slips,

trips and falls all contractors must ensure that:

- Their work area is kept clean and tidy
- Cables are covered or taped down as soon as possible
- Tools and materials are stored away from main access routes
- Spillages are cleaned up immediately
- They are vigilant for any items on the ground when moving around the site in vehicles
- Your pitch should be left in the condition you found it

6. **ELECTRICITY:** Only qualified electrical staff from the power company are permitted to work on electrical systems.

7. Please report any faults or defects to the Production Team immediately.

8. **MANUAL HANDLING:** Manual handling is one of the most common causes of absence through workplace injury and so individual risk assessments and method statements must be provided by each trader/contractor.

9. When undertaking manual handling ensure that you:
   - Use mechanical means or trolleys whenever possible
   - Minimise carrying distances, especially if the task is regularly repeated
   - Avoid tasks which require twisting whenever possible
   - Never lift anything outside your capabilities
   - Always ask for assistance when lifting especially heavy or large items
   - Wear gloves to protect against sharp edges or splinters

WELFARE

1. **FIRST AID:** Traders should provide their own first aid kit and a person responsible for administering it, where possible.

2. The First aid / Ambulance locations will be made aware to you at the time of collecting accreditation.

3. Please ensure that you are aware of the local Accident & Emergency and Minor injury department.

4. Please ensure all first aid incidents, including near misses are reported to, and recorded by, Event Control.
5. **FIRE SAFETY:** During live days, when you enter a new venue for the first time, please make a note of the emergency exits and the clearly signposted fire points. Exits are signposted with the green running man. If you hear the alarm (air horn) or an emergency announcement please leave the venue safely and calmly through one of these exits.
6. Please ensure that your pitch includes suitable fire safety equipment. This will be different depending on your stand requirements.

7. Never attempt to fight the fire yourself, unless you have been properly trained to do so. **Please listen out for instructions during an emergency announcement.**